

## **Community Health Services**

### **Job Description for President-Elect of Board of Directors**

**Position Title:** President-Elect

**Term Length:** One year

**Responsible to:** Board of Directors

**General Purpose:** The President-Elect is a key member of the President's team and as such, serves as a member of the Board & Executive Committee and assists the President in the performance of his/her duties.

#### **Responsibilities:**

1. Serves as a member of the Board and Executive Committee.
2. Serves as a committee chair, appointed member, ex-officio member or officer, or Board liaison as assigned by the President.
3. Performs other duties and responsibilities as assigned by the Board or the President.
4. Actively supports and participates in the programs and activities of CHS.
5. Works to increase member involvement in CHS activities.
6. Provides oversight to assigned committees and reports their activities to the President, Executive Committee, and/or Board.
7. Assists the President in all duties and generally becomes acquainted with the duties of the President.
8. Assists the President and strengthens leadership skills in preparation for assuming the presidential role.
9. With the President, helps ensure compliance with standing rules and procedures and all relevant legal and ethical standards, including policies governing CHS.
10. Assists the President in the execution of his or her duties.
11. Serves as an official representative of and spokesperson for the organization at meetings and other events at the President's request.
12. Participates as a voting member of the Executive Committee.
13. Performs the duties of the President in the President's absence or incapacity.
14. Completes the Presidential term in the event of a vacancy.
15. Provides leadership skills necessary for a successful succession.

**Time Commitment:** 5-6 hours per month including Board duties.